



Memorandum

Office of the Village Administrator

TO: Honorable President Valdez and Village Council
FROM: Darwin D. P. McClary, Interim Village Administrator
DATE: March 22, 2021
RE: **VILLAGE ADMINISTRATOR'S REPORT**

VILLAGE ADMINISTRATOR POSITION

The Village Administrator recruitment schedule includes the following major steps:

- March 1 – 20 – Community stakeholder meetings; interviews with council members
- March 22 – Village council approval of candidate profile
- March 26 – April 23 – Recruitment period
- April 23 – Deadline for applications
- May 3 – Village council meeting in closed session to review candidates
- May 5 – Village announces five (5) finalists
- May 15 – Village council conducts public interviews of finalists
- May 15 – 22 – Final background check conducted
- May 24 – Village council approves new administrator contract

AQUATIC CENTER OPENING PREPARATIONS

The following tasks need to be completed for the opening of the Blissfield Aquatic Center:

- Staffing
 - Advertise for facility manager and two (2) assistant managers for season (newspaper, Facebook, website, and high schools/colleges) – January – **IN PROGRESS**
 - Arrange for instructor for lifeguard training – January – **IN PROGRESS**
 - Conduct interviews for facility manager and assistant manager candidates – February – **NOT STARTED**
 - Finalize hiring of facility manager and assistant managers and complete pre-employment physicals – March – **NOT STARTED**
 - Advertise lifeguard positions – March – **COMPLETED**
 - Conduct interviews and hire lifeguards - April
 - Facility manager and assistant managers begin employment - April
 - Training for pool operations/chemicals with pool managers with direction from DPW Supervisor and pool opening company – April
 - Lifeguards complete pre-employment physicals and begin employment – May
 - Training for lifeguards on facility lifeguard and operating procedures, reports, and expectations; complete bloodborne pathogens, hazard communication, and other MIOSHA training – May
- Operations Planning

- Pay Lenawee County Health Department pool inspection fee for next year – December - **COMPLETED**
- Pay State license fee – December - **COMPLETED**
- Line up instructor for lifeguard training – January – **IN PROGRESS**
- Review aquatic center rules and regulations and make updates as necessary – January – **NOT STARTED**
- Begin planning concessionaire services – January – **IN PROGRESS**
- Review facility needs – February – **IN PROGRESS**
- Establish facility operational days and hours – February – **IN PROGRESS**
- Establish facility fees and charges – February – **IN PROGRESS**
- Execute contract for pool and splash pad opening and winterization services – March - **COMPLETED**
- Set up and organize bathhouse; get front check-in desk and all storage areas labeled and organized and all necessary paperwork in place – March – **NOT STARTED**
- Prepare checklist for pool needs – March – **NOT STARTED**
- Prepare written policies and procedures for concession stand; discuss personnel and hours of operation and inventory to stock if handling concessions in-house – March – **NOT STARTED**
- Clean and organize bathhouse – April
- Prepare practice schedules for first two weeks of season – April
- Order lifeguard suits – April
- Order chemicals as needed for pool opening – April
- Prepare daily checklist for opening and closing procedures; prepare weekly checklist and weekly report – May
- Complete pool and splash pad opening work through contractor - May
- Conduct walkthrough of entire facility inside and out for Director – May
- Complete final preparation of deck area for opening - May
- Develop daily cleaning checklist – May
- Prepare supply list – May
- Stock concessions, if applicable – May
- Facility opening – Memorial weekend?
- Programming
 - Form pool committee, including members of Parks and Recreation Advisory Board – January - **COMPLETED**
 - Review programming with Parks and Recreation Advisory Board – January – **IN PROGRESS**
 - Review and recommend pool committee at Parks and Recreation Advisory Board and Village Council meetings – February - **COMPLETED**
 - Review ideas/methods to improve operational and financial performance of concession stand – February – **IN PROGRESS**
 - Review pool programming ideas with pool committee – February – **IN PROGRESS**
 - Finalize pool programming with pool committee and Parks and Recreation Advisory Board – March – **IN PROGRESS**
 - Roll out new programming from pool committee and discuss with facility managers – March – **NOT STARTED**
 - Review planned special events and impacts on facility for the season with pool committee; events must be break-even or profitable; no budget available for events – May

- Facilities and Grounds
 - Completion of construction punch list items and closeout – IN PROGRESS/FALL COMPLETION TARGET
 - Class of 1969 Bench and concrete pad - COMPLETED
 - Engraved brick pavers – NOT STARTED
 - Wear course for parking lot – NOT STARTED/QUESTIONABLE

WWTP UPGRADE PROJECT

Construction is expected to begin during the week of March 29, with an anticipated completion time of July 2022. Administration will hold its first progress meeting with the engineers and contractor on March 24.

MARCH 10 BOIL WATER ADVISORY

As council is aware, the village experienced an issue with an interior water valve at the Water Treatment Plant to allowed some partially treated water to commingle with treated water, leading to EGLE's recommendation that the village issue a boil water advisory until system testing could be completed to determine that no microbial contamination occurred. The test results were received on March 16 indicating no contamination, and the boil water advisory was lifted on March 17. I wish to commend the outstanding work of our Water Treatment Plant Supervisor, Nora Kiefer, and her staff in operating and maintaining our plant and for their quick identification and correction of problems. We should all be proud of their dedication and commitment.

POLICE OFFICER THOMAS ANTONE

Police Officer Matt Dushane's last day with us will be April 3. New Police Officer Thomas Antone will begin work on March 29.

RESIGNATION OF WWTP OPERATOR IN CHARGE

WWTP Operator In Charge Brandon Damon has resigned his position effective April 16 to accept a position with an engineering firm. I met with Brandon and WWTP Supervisor Retan today to discuss Brandon's insights and options for his replacement. Randy and I will work on securing an interim Operator in Charge with a C license to meet state requirements until Randy can obtain his license.

UPCOMING MEETINGS

- Village Administrator's After Hours – March 24, 5:00 PM – 7:00 PM by appointment
- DDA/Main Street Commerce Committee – March 26, 5:30 PM
- Village Administrator's After Hours – March 31, 5:00 PM – 7:00 PM by appointment
- Library Board – April 1, 7:00 PM
- Planning Commission – April 5, 7:00 PM
- Village Council Regular Meeting – March 22, 7:00 PM
- Village Administrator's After Hours – April 7, 5:00 PM – 7:00 PM by appointment
- Village Council Regular Meeting – April 12, 7:00 PM

CURRENT PROJECT LIST

- Village Administrator Search
- WWTP Upgrades
- Aquatic Center Punch List Items
- Aquatic Center Opening Preparations
- Rotary Trail Project and Grant Application
- Village Hall Custodian Position